

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-137A

OPEN PERIOD:

5/20/2010 – 6/19/2010

JOB TITLE:Production Controller
(Auto)**PAY GRADE AND SERIES:**

GS-1152-07

PAY RANGE:

\$45,923 - \$59,704

POSITION LOCATION:

Moffett FAF, CA.

UNIT:129th RQW**PDCN #: 80686000****Security Clearance Required:**

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS**AREA OF CONSIDERATION: ALL SOURCES**

Military grade of E-6 through E-7.

Compatible Military Grade Assignment: AFSC 2T3XX.**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Air National Guard, Logistics Readiness Squadron, Vehicle Management Flight. The primary purpose of this position is to perform preliminary planning, long term scheduling and analysis, for the utilization and maintenance of vehicles and equipment. In addition serves as the Base Fleet Manager.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which indicates the candidate can reason in quantitative terms, can express themselves orally and in writing, and understands the terminology and data pertaining to the repair operations and processes characteristic of the production activity.

Production Controller (Auto) GS-1152-07: Must have 12 months of specialized experience as a supervisor, or contacts that required an interchange of information resulting in a specific required action to be completed; experience which provided applicant with a general knowledge of the functions and procedures of shop production control, records, references, and techniques for developing production control data; experience where candidate assisted or maintained workflow by identifying problem areas in work delays or stoppages; experience where candidate scheduled workflow in more than one area and was responsible for coordinating products or materials from support activities.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to communicate both orally and in writing.
2. Knowledge of functions and procedures of production control and of the records.
3. Ability to ascertain the causes for delays in completion of work orders.
4. Ability to exercise initiative in taking timely action to schedule and obtain required materials.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of one year of graduate level course study directly relevant to production or industrial management will satisfy the requirements for GS-7 positions. Appropriate education and training other than that outlined above, such as in manpower development programs, military training programs or formal apprenticeship programs, will be granted credit on a month for month basis.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.
6. When emailing documents **PLEASE LIMIT DOCUMENTS TO AT LEAST 5 PAGES**. Any large files or documents will automatically be rejected by the email server and will not be viewable for rating by qualifications of this office.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER